

# Quotation Request //

## US Government Publishing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:417-659**

**Quotations are Due By:**

**(Eastern Time)10:00 AM on 09/10/2021**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** FS-1177; Research & Development at a Glance Flyer

**QUANTITY:** 200 Flyers

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to DC APS on 202-512-0307.

**TRIM SIZE:** 8-1/2 x 11"

**FORM NO:** FS-1177

**PAGES:** Face and Back

**SCHEDULE:**

Furnished Material will be available for pickup by 09/17/2021

Deliver complete (to arrive at destination) by 09/30/2021

F.O.B. destination

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 2400 x 2400 x 1 bit or 600 x 600 x 8-bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

Flyers print 4-color process type/rule matter, fine detail Department seals, trapping, screens/tints, and some type reversing to white. Bleeds uncommon both sides.

**MATERIAL FURNISHED:** Contractor to receive. Via email after award.

Purchase Order

One (1) PDF File generated using a PC, with Adobe InDesign. Files are supplied in PDF format. Fonts are furnished. Bleeds are included in file.

GPO Form 892 (R. 12/17) - Proofs

GPO Form 952 Desktop Publishing - Disk Information

Contractor to download the Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code\* A182, No. 2 Gloss-Coated Text, Basis Size 25 X 38" Basis Weight 80 lb.

**COLOR OF INK:**

Four color process.

**PRINT PAGE:** Head to Head

**MARGINS:**

Follow furnished electronic media; bleeds uncommon both sides.

**PROOFS:**

Offset Printing:

2 set(s) of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

1 set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or later.

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8 solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

**Digital Printing:**

Two (2) set(s) of digital color one-off proofs created using the same output device/RIP that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, folded and bound to the finished size/format of the product, as applicable. Proof will be used for color match on the press during the

production run.

Send proofs together with the furnished media (copy, electronic files) directly to: Joe Bruce 301-606-3035, 45 Carter Ln, Harpers Ferry, WV 25425. Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to [compliance@gpo.gov](mailto:compliance@gpo.gov) immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than (3) workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

**BINDING:**

Trim 4 sides.

**PACKING:**

Shrink wrap in various quantities as indicated on distribution list.

Pack flat with chipboard backing.

Pack suitably (and flat, do not fold) in shipping containers to ensure posters are not damaged during shipment.

**NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

JOB TITLE: FS-1177; Research & Development at a Glance Flyer

REQUISITION: 1-00811

JACKET NO.: 417-659

QUANTITY: \_\_\_\_\_

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to: [kathleen.rubus@usda.gov](mailto:kathleen.rubus@usda.gov). The subject line of this message shall be "Distribution Notice for Requisition No. 1-00811, Jacket 417-659". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver 25 copies VIA Traceable Means to: Forest Service Forest Products Lab, One Gifford Pinchot Drive, Madison, WI 53726. Attn: Anna Bales 608-320-2228. Inside delivery.

Deliver 30 copies VIA Traceable Means to: Forest Service Rocky Mountain Research Station, 240 W Prospect Rd., Fort Collins, CO 80526. Attn: Nehalem Clark 970-443-8788 . Inside delivery.

Deliver 25 copies VIA Traceable Means to: Forest Service Pacific Southwest Research Station, 1731 Research Park Drive, Davis, CA 95618. Attn: Jace Goddard 530-759-1720. Traceable Means/Inside delivery.

Deliver 40 copies VIA Traceable Means to: Forest Service Washington Office, Research and Development Deputy Area, 201 14th Street SW, Yates Building, Suite 2NW, Washington, DC 20250. Attn: Kim Walton 202-407-3875. Inside delivery.

Deliver 25 copies VIA Traceable Means to: Forest Service Pacific Northwest Research Station, 1220 SW 3rd Avenue, Suite 1400, Portland, OR 97204. Attn: Yasmeen Sands 206-450-0319 . Inside delivery.

Deliver 25 copies VIA Traceable Means to: Forest Service Southern Research Station, 200 W.T. Weaver Blvd., Asheville, NC 28804 Attention: Jenni Moore Meyers c/o Linda Cortes 828-273-1091. Inside delivery.

Deliver 30 copies VIA Traceable Means to: Forest Service Northern Research Station, 1992 Folwell Ave, Saint Paul, MN 55108. Attn: Gina Jorgensen 651-328-1389. Traceable Means/Inside delivery.

All expenses incidental to returning materials, submitting/returning proofs, and furnishing samples must be borne by the contractor.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved proof/Electronic media
P-10. Process Color Match	Approved proof/Electronic media

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an

affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**NOTE:** Vendors are expected to submit invoices within 30 days of job shipping/delivery.

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**Attachment(s):** NONE